

DEPARTMENT OF HEALTH SERVICES - AMBULATORY CARE NETWORK
MidValley CHC & HCs - Nursing Department

Vacancy Announcement

CERTIFIED MEDICAL ASSISTANT

POSITION:

The Certified Medical Assistant is primarily responsible for providing assistance to the licensed medical staff in the examination, treatment, and care of patients in an outpatient clinic, under the supervision of physician.

RESPONSIBILITIES:

- Works directly with patients completing intake and discharge functions.
- Performs simple Point of Care Testing (POCT)
- Administers medications per provider's orders.
- Documents proficiently in the Electronic Medical Record.
- Coordinates and maintain inventory control for clinic supplies and materials to ensure efficient flow of clinic operations.

DESIRABLE QUALIFICATIONS:

- 1 year experience working in a primary care type setting within the last year preferred.
- Ability to work effectively with a diverse and challenging patient population.
- Effective interpersonal, organizational skills and customer service skills.
- Basic computer skills/knowledge.

Candidates must currently be a permanent County of Los Angeles employee who hold the payroll title of Certified Medical Assistant to be considered for a lateral transfer or a reachable candidate on the DHS certification list to be considered for a promotion or as a new-hire.

Candidates may submit the following: Resume, References (at least 2), and Performance Evaluations for the last two years and Master Time Card Record for last two years to:

Adel Bogaryan, Nursing Secretary

Mid-Valley CHC & HCs

7515 Van Nuys Blvd.

Van Nuys, CA 91405

Telephone: 818-627-3067 Fax: 818-989-8850

E-Mail: ABogaryan@dhs.lacounty.gov

RESUMES WILL BE ACCEPTED UNTIL THE NEEDS OF THE DEPARTMENT ARE MET

THIS IS NOT A CIVIL SERVICE EXAMINATION